

## TIER 4 STUDENT VISA APPLICATION REQUIREMENTS

To study a full time course for more than 6 months in the UK, students must apply and obtain a Tier 4 General Student visa of the Points Based System. You will be eligible to apply if you can claim the 40 points required under this tier. 40 points are allocated as follows:

- 30 points for having a valid Confirmation of Acceptance for Studies (CAS) from a Tier 4 sponsor
- 10 points for having enough money to cover course fees and living expenses or maintenance or funds

It is very important that if you apply under Tier 4, you look at the Tier 4 Policy Guidance available from the Home Office website before submitting an application. The guidance provides information on the documents accepted by the Home Office to support your application. If you fail to provide a document in the required format in the Policy Guidance may result in your application being refused. For more information please visit: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/617527/T4\\_Migrant\\_Guidance\\_-\\_June17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617527/T4_Migrant_Guidance_-_June17.pdf)

### Applying from the UK

Note that if you are applying for a visa to study a new course and want to apply in the UK, the start date of the new course must be within 28 days of the expiry date of your current visa. If this is not the case you must apply in your home country or your country of residence.

Your proposed Tier 4 visa application must not take you over the 5 years allowed for studies at degree or master level using a Tier 4 General Student or previous student visas. The University will check your circumstances before issuing your Confirmation of Acceptance for Studies (CAS). From August 2015, the additional time granted before the course starts and after it ends is counted towards the 5 year limit.

If you have any concerns over this please contact the Visa Office.

For more information on the above and all the regulations please contact the Visa Office or read the Tier 4 Policy Guidance at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/617527/T4\\_Migrant\\_Guidance\\_-\\_June17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617527/T4_Migrant_Guidance_-_June17.pdf)

### Services Provided by the University

We advise international students aiming to study at the University of Buckingham to apply for visa through the Visa Office, which offers the following services:

- Application checking – our trained Visa Officers will thoroughly check your application and supporting documents.
- Support after application submission – after the application has been submitted the support will continue throughout the application process that can extend to after an outcome is received, for example if further documentation in support of your application need to be sent to the Home Office or if there are mistakes in your new visa.
- Check the progress of your application – the Visa Office will check the progress of your application with the Batch Scheme should this be needed.

- Regular updates – you will be kept informed when the Home Office writes to you or when the outcome of visa is received.

#### Documents needed

- Application form, this can be obtained from <https://www.gov.uk/tier-4-general-visa/extend-your-visa>, you will need register and create an account to fill in the application online. Select Tier 4 (General) Student online application - Online application for leave to remain (permission to stay) in the UK, and a biometric residence permit, as a Tier 4 Student or as a dependant of a Tier 4 Student from the A-Z list of forms.
- Application form fee £457 by post, £1,047 in person – note that these charges increase every April.

**Important: all documents must be originals and the bank statements must not be older than a month when submitting the application.**

- Your current valid passport and any other passport with a visa for the UK.
- Biometric Residence Permit, if you have one.
- 2 recent passport size photographs (not older than a month)
- Police registration certificate (if you were required to register with the police)
- Academic transcripts from previous education, these will be listed in your CAS.
- CAS Number (Confirmation of Acceptance for Studies)
- Immigration Healthcare Surcharge, for more information visit <https://www.gov.uk/healthcare-immigration-application/pay>
- Bank statements showing enough funds to cover at least the first year of your tuition and maintenance funds.

The total amount needed has to be in your bank account for a minimum period of 28 days prior to applying for a visa. The amount must be in a current or savings account (shares or bonds accounts are not allowed).

If you do not your own account, you can use your parents', but you will also have to provide a birth certificate to prove the relationship between you and the account holder, and a consent letter from the account holder confirming the financial support and that the funds held in the bank account will be available to you while you study in the UK.

- If you are sponsored by your government you will need a financial sponsorship Letter.
- If you were sponsored by an official sponsor in the last 12 months, you will need a letter from financial sponsor stating that they consent to your visa application.
- ATAS certificate (if applicable).

#### Dependants

- If you have dependants: application form(s) and fees for any dependants applying with you.
- If you are sponsored the financial sponsorship letter will need to name your dependants.
- You may need bank statements to cover any funds that the financial sponsorship may not cover.
- Marriage certificate (if your spouse is applying as your dependant at the same time and this has not been submitted with a previous application).
- Birth certificates (if you have children applying as your dependant at the same time and these have not been submitted with a previous application).

- Immigration Healthcare Surcharge for each dependant.

#### **FINANCIAL REQUIREMENTS FOR THE TIER 4 GENERAL STUDENT**

##### **Tuition fees:**

You need to demonstrate that you have enough funds to cover the first year of your tuition fees, if your course is longer than a year or the full tuition fees, if the course is shorter than 12 months. Any tuition fees paid to the University will be stated in the CAS, therefore you will need to show the remaining of the fees for the first year course.

If you pay the tuition fees for the first year or in full, you will only need to show the Maintenance funds.

##### **Maintenance Funds (living expenses):**

**Please note that the established presence provision was removed on the 12/11/2015.**

All students applying for a tier 4 visa inside or outside the UK must demonstrate they possess enough funds to cover 9 months' worth of living expenses.

##### **Please note that the level of maintenance vary depending on where you study:**

**If you study outside London you will to have £1,015.00** per month up to 9 months or the duration of new the course if the course is shorter that 9 months. So for example if you are applying for a visa to study a degree course, you need to show £9,135.00, if you are applying for a visa to study a course which is 6 months long you need to show £6,090.00 for your living expenses.

**If you study in London you will need to have £1,265.00** per month up to 9 months or the duration of new the course if the course is shorter that 9 months. So for example if you are applying for a visa to study a degree course, you need to show £11,385.00, if you are applying for a visa to study a course which is 6 months long you need to show £7,590.00 for your living expenses.

A maximum of £1,265.00 can be deducted from the amount that you need to show for your maintenance funds, if you have university accommodation and if you have paid at least this amount towards accommodation. Then you will be able to deduct this amount from the amount you need to show for your living expenses.

Please Note you cannot deduct any accommodation fees that you have paid you are renting accommodation privately and not from the University.

##### **MAINTENANCE FUNDS FOR DEPENDANTS (spouse or children of the Tier 4 Student)**

The maintenance required for dependants will vary according to where the Tier 4 student studies and how long the course is.

**Important: The Home Office will calculate the funds required for the main applicant and dependants together. You and your dependants must have enough funds to cover the maintenance; otherwise the visa application including yours will be refused.**

##### **Outside London:**

If the Tier 4 (General) student will study in inner London, the dependant must have £680.00 per month up to a maximum of 9 months, if the course is 9 months or longer than 9 months.

##### **Inside London:**



If the Tier 4 (General) student will study in inner London, the dependant must have £845.00 per month up to a maximum of 9 months, if the course is 9 months or longer than 9 months

### **ACADEMIC TECHNOLOGICAL APPROVAL SCHEME CERTIFICATE (ATAS)**

From November 2007, students who intend to study a post-graduate course leading to a PHD or Masters Degree by research or a taught Masters degree in certain designated subjects must be in possession of an ATAS certificate when applying for a Tier 4 Entry Clearance or Leave to Remain as a General Student.

For how to apply and information on the courses that require the certificate please visit: <https://www.gov.uk/academic-technology-approval-scheme>

Courses that require an ATAS:

MSC in Computing

MPhil/DPhil in Computing

MPhil/DPhil in Astrobiology

MPhil/DPhil in Biomedical Science

The certificate is free of charge and you must obtain this before you apply for your visa. The proses of applying an obtaining an ATAS can up to 20 working days.

If you have any question please contact the Visa Office at:

[magaly.galleguillos@buckingham.ac.uk](mailto:magaly.galleguillos@buckingham.ac.uk)

or by telephone at: +44 (0)1280 814080